



Building & Development Services
1102 Lohmans Crossing, Lakeway, TX 78734
Phone: (512) 314-7540 Fax: (512) 314-7541
Submit via permits@lakeway-tx.gov

APPLICATION FOR RESIDENTIAL BUILDING PERMIT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

<input type="checkbox"/> NEW HOUSE	<input type="checkbox"/> ADDITION	<input type="checkbox"/> POOL/SPA
<input type="checkbox"/> DECK/PATIO	<input type="checkbox"/> FENCE	<input type="checkbox"/> LANDSCAPING
<input type="checkbox"/> RE-ROOF	<input type="checkbox"/> HVAC CHANGE OUT	<input type="checkbox"/> OTHER: _____

ADDRESS OF PROPERTY:		GOLF COURSE LOT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):		VALUE OF PROPOSED WORK:	
PROPERTY OWNER NAME:		TELEPHONE:	E-MAIL
MAILING ADDRESS:		CITY:	STATE ZIP CODE
CONTRACTOR:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:		CITY:	STATE ZIP CODE
BRIEF DESCRIPTION OF PROPOSED WORK:			

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:	
<p>That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I have received, read and understand the terms and conditions of this request, and agree to compliance with all applicable codes and ordinances of the City. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted. I further understand that City Staff review time may take up to twelve (12) business days per review.</p>	
<hr/>	
APPLICANT SIGNATURE	
<hr/>	
PRINTED NAME	DATE

(FOR CITY USE ONLY)

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:



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Re-Roofs in Lakeway

Please be advised that replacement of roofs in the City of Lakeway requires a building permit.

In order to help us help you obtain a permit for a re-roof, please ensure that the following information is provided along with a completed and signed application and the permit fee of \$82.00:

1. Two copies of proposal detailing the scope of work, including but not limited to identifying the roofing material. If the roof is:
 - a. a shingle roof, indicate that the new roof will be a min. 30 year dimensional shingle.
 - b. a metal roof, indicate that it will be pre-painted and non-reflective
 - c. a flat roof that utilizes a modified bitumen system, indicate that it will be covered with a non-reflective gravel ballast
 - d. a flat roof that will be covered with a thermoplastic polyolefin single-ply (TPO) roofing material it may only be tan or grey (roofing material may not be white in color).
2. Identify the roof color.
3. Proof of HOA submittal (if applicable)

Please note too that a permit for a re-roof cannot be released until the City has received a copy of a \$10,000 permit bond and a current copy of the contractor's general liability insurance showing a waiver of subrogation in favor of the city and the city as the certificate holder proving procurement of public liability and property damage insurance in the following amounts:

- (A) For damages arising out of bodily injury or death of one person in any one accident: \$250,000.00.
- (B) For damages arising out of bodily injury or death of two or more persons in any one accident: \$500,000.00.
- (C) For injury or destruction of property in any one accident: \$250,000.00.



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The roofing must meet the materials specified in the Lakeway Ordinance:

Sec. 24.02.243 Roofs

(a) Generally. All structures erected in the city shall be constructed with roofing systems of class A UL (Underwriters Laboratories, Inc.) fire rating. The CBC or code official may require additional inspections on roofing systems, materials, or construction methods to insure compliance with the class A fire rating requirement. All exterior metals on roofs, including vents, flashings, spark arrestors, chimney caps, gutters, and any other reflective metals must be painted to match the color of the adjacent exterior finish material. PVC vents shall also be painted. Water from roof gutter downspouts shall not be diverted to adjoining properties.

(b) Nonresidential and multifamily structures. All nonresidential structures shall have roofs which have a minimum slope (pitch) of 3:12. Hipped roofs are encouraged. Flat roofs, parapet walls, and facades are prohibited.

(c) Composition roofs. All composition shingle roofs shall be constructed of 30-year dimensional shingles at a minimum.

(d) Metal roofs. All metal roofing material shall have a minimum thickness of 26 gauge; however, up to 29 gauge roofing material may be used if applied over a solid roof deck of one-half-inch decking materials. Metal roofs will be pre-painted and nonreflective.

(e) Flat roofs. Flat roofs that utilize a modified bitumen system shall be covered with a nonreflective gravel ballast. Nonreflective alternative roofing systems that have no visible seams or where the installation of a gravel ballast will void a manufacturer's warranty are exempt from this requirement, provided they are not white.

(f) Alternative materials. Other roofing systems may be approved by the CBC if they meet the requirements of a class A fire-rated roofing system.

(g) Re-roofing. These requirements in subsections (b) through (f) above also apply to all roofs that are replaced or re-covered in the city.

In addition, the color of the roof replacement will need to be identified.

Roofing contractors will need to demonstrate compliance with City of Lakeway bond and insurance requirements as specified in the Lakeway Ordinance prior to permit issuance. Information on our permit bond and insurance requirements is provided on the next pages.



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Sec. 24.02.085 Bonding and insurance requirements

(a) Permit bonds.

(1) Before a permit for construction of any improvement is issued, the applicant shall submit to the city a permit bond in a form acceptable to the city in the principal sum of ten thousand dollars (\$10,000.00). A form of permit bond as provided by the BDS department may be required by the city for compliance with the provisions of this section. Such bond shall be conditioned upon compliance by the permit holder, and all those acting on behalf of such holder, including agents, contractors, and subcontractors performing under the authority of such permit (hereinafter referred to as "permit actors"), with this article and all other ordinances of the city and all plans, specifications and conditions approved by the city in connection with the issuance of such permit. Such bond shall secure and be used for the payment of any and all damages to persons or property (including the city) which damages arise from, or are caused by, any act or conduct taken or authorized by the permit holder or any permit actor. Among the damages secured by the permit bond and for which the bond amount is payable is the cost to the city to cure or abate any condition deemed or found to be a nuisance pursuant to any city ordinance or other applicable law caused by defective, incomplete or noncompliant construction of any improvement to real property.

(2) The city may require that the amount of the permit bond be increased by an additional amount of \$1,000.00 for every 1,000 square feet of proposed structure(s) and parking facilities that exceed 10,000 square feet. In the event that the applicant proposes altering existing public streets or roadways in the construction of proposed improvements, or in the event that the applicant either proposes or is required by applicable law to construct new street(s) or roadway(s) to provide access to the proposed improvements, the city may require that the amount of the permit bond be increased by the additional amount of \$1,000.00 for each 1,000 square feet of roadway to be altered or newly constructed.

(3) Governmental agencies shall not be required to submit a permit bond pursuant to this section.

(4) The city may waive the requirement of a permit bond for construction of minor improvements to existing structures or for construction of improvements where the estimated cost of such construction does not exceed \$10,000.00.

(5) The city may cancel or revoke the permit of an applicant found not to be in compliance with this section. A cancellation or revocation of a permit pursuant to this subsection shall not relieve the holder of any obligation to cure or abate any nuisance resulting from a cessation of construction of improvements.



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(b) Insurance required.

(1) Before a permit is granted under this article, the applicant shall furnish to the city a certificate of insurance showing a waiver of subrogation in favor of the city and the city as the certificate holder, proving that he has procured public liability and property damage insurance in the following amounts:

(A) For damages arising out of bodily injury or death of one person in any one accident: \$250,000.00.

(B) For damages arising out of bodily injury or death of two or more persons in any one accident: \$500,000.00.

(C) For injury or destruction of property in any one accident: \$250,000.00.

(2) Such insurance shall be kept in full force and effect during the period of time for which a permit shall be issued or until the issuance of a certificate of occupancy or certificate of completion. The city may waive this insurance requirement for minor construction projects.

(3) Governmental agencies shall not be required to submit proof of insurance pursuant to this section.

A Stop Work Order will be issued to any contractor who fails to post a permit on their jobsite.

Regards,

Alex Damgaard

Alex Damgaard
Plans Examiner
City of Lakeway